

The Planning Commission for the City of Junction City met on Wednesday, June 17, 2015 at 6:30 p.m. in the Council Chambers at City Hall, 680 Greenwood Street, Junction City Oregon.

PRESENT WERE: Planning Commissioners, Jason Thiesfeld (Chair), Jack Sumner (Vice Chair), James Hukill, , Jeff Haag, and Sandra Dunn; City Planner, Jordan Cogburn and; Planning Secretary, Tere Andrews; **ABSENT:** Planning Commissioners Ken Wells and Stuart Holderby; and Alternate Kevin Cross

I. OPEN MEETING AND REVIEW AGENDA

Chair Thiesfeld opened the meeting at 6:30 pm and led the Pledge of Allegiance.

II. CHANGES TO THE AGENDA

The public hearing originally scheduled for June 17, 2015, for CPA-15-01 & RZ-15-01 were rescheduled to the July 15, 2015 Planning Commission meeting.

III. PUBLIC COMMENT (FOR ITEMS NOT ALREADY ON THE AGENDA)

There was none.

IV. APPROVAL OF MINUTES

• MAY 20 2015

Motion: Commissioner Haag made a motion to approve the May 20, 2015 minutes as written. Commissioner Hukill seconded the motion.

Vote: Passed by a vote of 5:0:0. Chair Thiesfeld, Commissioners Dunn, Hukill, Haag, and Sumner voted in favor.

V. PLANNING COMMISSION ALTERNATE VACANCY

Planner Cogburn reviewed the agenda item with the Commission. One of the applicants, Alicia Beymer, was in attendance.

Planner Cogburn noted the requirements for regular Planning Commission seats did not apply to the Alternates. Thus the fact that the applicants both reside outside the city limits was not a hindrance to their ability to serve. However, if appointed to the alternate position, should a regular Planning Commission seat become vacant, they would have to meet the residency requirements as stated in the By-Laws, in order to fill that vacancy.

A discussion took place regarding attendance requirements. The Planning Commission By-Laws stated a certified letter needed to be sent to a member who missed three consecutive meeting without leave of absents. After which if there was a fourth consecutive absents, the Planning Commission could remove that member.

Motion: Commissioner Haag made a motion recommend to the Mayor and Council Alicia Beymer for the vacant Planning Commission Alternate seat. Commissioner Hukill seconded the motion.

Vote: Passed by a vote of 5:0:0. Chair Thiesfeld, Commissioners Dunn, Hukill, Haag, and Sumner voted in favor.

VI. DISCUSSION: PLANNING COMMISSION BY-LAWS

Planner Cogburn directed the Commission to the last page of the By-Laws. Per the By-Laws notice of a potential change to the By-Laws needed to take place at the meeting prior to the possible vote on a change.

Among the discussion items for possible By-Law change was the process used to fill Alternate positions. Concern was voiced that the process was too lengthy. The question was asked, since the Alternates were appointed by the Mayor with approval from the Council, would it be possible for the Planning Commission to vote to move an interested Alternate into a vacant regular seat on the Planning Commission. An argument in support was that the Alternates were, according to the By-Laws, required to attend the meeting and thus would be informed on the current issued.

Planner Cogburn reviewed draft text revisions, related to voting and membership composition. He noted there were discrepancies between the Development Code and the Ordinance as well as the By-Laws.

Chair Theisfeld requested staff bring back By-Laws from other Planning Commissions.

Consensus: By consensus of the Planning Commission, notice of possible amendment to the By-Laws would be on the July 15, 2015 Planning Commission meeting.

VII. PLANNING ACTIVITY REPORT

Planner Cogburn reviewed the Planning Activity report with the Commission.

VIII. COMMISSIONER COMMENTS

Commissioner Sumner said several locations that were previously given notice of code violations of tall grass, and similar issues, were past the deadlines given on notices.

VIII. ADJOURNMENT

Motion: Commissioner Hukill made a motion to adjourn the meeting.
Commissioner Dunn seconded the motion.

Vote: Passed by a vote of 5:0:0. Chair Thiesfeld, Commissioners Dunn, Hukill, Haag, and Sumner voted in favor.

The meeting adjourned at 7:25 p.m.

The next regularly scheduled Planning Commission meeting would be Wednesday July 15, 2015 at 6:30 p.m.

Respectfully Submitted,

Tere Andrews, Planning Secretary

Jason Thiesfeld, Planning Commission Chair